

SALT LAKE COMMUNITY COLLEGE
UDOT Basic Grammar and Introduction to Writing
Level I and Level II

SYLLABUS

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Text: *The Least You Should Know About English: Writing Skills*, Eighth Edition
A folder to compile your work

EXPECTATIONS AND REQUIREMENTS

Objectives: This course is designed to help you improve basic writing skills, plus review spelling, punctuation, capitalization, and grammar – the conventions of writing. Correct use of writing conventions will give your writing polish and will give you credibility in your written communication with others, both on the job and in daily life.

Requirements:

This is a computer-assisted writing course. All major work must be completed on a word processor and I would prefer you send weekly assignments to me using the internet. My e-mail address is Alena.balmforth@slcc.edu. If possible, you will have the opportunity to work with peers, use spell check and utilize computer revision to insure you can produce well-developed, final drafts with minimal errors.

All work must be submitted on or before the dates specified. Failure to do so without consulting your instructor *may* result in a grade reduction.

Should you fail to finish any work by class time, on the day it is due, **please attend class anyway**. The next assignment will be discussed on that day and if you are not there you will find yourself even further behind.

Keep all work completed during the course until your final grade has been posted. In order for me to discuss your grade, all assignments need to be available for review.

GRADING POLICY

Although the course is non-credit, it is required that students receive a "C" or better to pass the class. Your grade will be based on a point system. Points are assessed on the following schedule and tabulated at the end of the course to determine the letter grade.

180 Points for Weekly Assignments
60 Points for Quizzes and Progress Tests
60 Points for Final Test

Grades will be based on the following scale:

300 – 270 = A
240 – 269 = B
210 – 239 = C
180 – 209 = D
Under 180 = F

WRITING PORTFOLIOS

Mid-Term Portfolio

This portfolio is a compilation of regular exercises, assignments, and writing samples you will complete during the first part of the term. Writing assignments will develop from outside readings, writings, and activities. These assignments are essential to your grade. All assignments should be kept in a portfolio to be submitted as a mid-term project.

Due dates: Some writing assignments will be evaluated when submitted through the internet, while others will be part of the portfolio to be evaluated later.
Keep all work and submit by December 20, 2007.

Final Portfolio

This final portfolio will consist of regular exercises, assignments, and writing samples you complete during the last half of the term. You will finish with a short essay on a topic of your choice, explaining how to solve a workplace problem, plus a final examination.

Due dates: Some writing assignments will be evaluated when submitted through the internet, while other will be part of the portfolio to be evaluated later.
Keep all work and submit by April 15, 2008.
The final exam *must* also be completed by April 15, 2008. Please plan ahead and make arrangements to take the test within your allotted time.

SCHEDULE

Week 1

- November 6, 2007
- In class: Introduction to course and expectations of class.
Netiquette – what it means and why it is important
Words Often Confused - textbook
 - Homework: Write an e-mail to your instructor telling something about yourself that many people do not know
Page 14 in the text – “Sentence Writing”
E-mail your assignment to the instructor

Week 2

- November 13, 2007
- In class: Freewriting as a tool for problem solving.
Words Often Confused – textbook
 - Homework: Page 23 in the text – “Sentence Writing”
Write a paragraph about one of the topics mentioned in the book or select another topic of interest to you.
E-mail your Sentence Writing assignment to the instructor.
Find a piece of writing (a newspaper article, magazine story, etc.) and underline any of the confusing words we covered in this chapter. Try to find about ten words.
Keep this assignment in your portfolio.

Week 3

- November 20, 2007
- In class: Brainstorming and Clustering
The Eight Parts of Speech – “Sentence Writing,” p. 29
Contractions and Possessives
 - Homework: Brainstorm for a topic of interest to you and cluster the information
Page 35 in the text – “Sentence Writing”
E-mail the Sentence Writing assignment to the instructor

Week 4

- November 27, 2007
- In class: Progressive Test – p 48
Dictionary usage
Writing a paragraph
 - Homework: Complete the exercises pages 49 – 54 that were not completed in class. Keep this assignment in your portfolio.
Write five strong topic sentences. Keep this assignment in your portfolio.

Week 5

December 4, 2007

- In class: Looking at purpose and audience when we write.
Sentence structure- Verbs, subjects, and prepositional phrases.
- Homework: Page 62 in the text – “Sentence Writing”
Page 69 in the text – “Sentence Writing”
Prepare a worksheet using purpose and audience

Week 6

December 11, 2007

- In class: Drafting a well organized paragraph
Understanding Dependent Clauses
- Homework: Copy paragraph exercise, page 76. Do the assignment as instructed.
Write a well organized paragraph.

Submit these two assignments plus your entire portfolio
by December 20, 2007.

Have a wonderful holiday season. I'll see you next year.